

**DEPARTMENT OF NATURAL RESOURCES**  
**POSITION DESCRIPTION**

**Classification:** Forestry Specialist

**Working Title:** Cooperative Forest Ranger

**Location:** Oshkosh or Green Bay DNR Service Centers

**POSITION SUMMARY:** This position is the primary contact for fire management and prescribed fire expertise and services to fire departments, county fire associations, local governments, and external agencies within the designated multi-county geographic cooperative fire protection area. It is one of four Cooperative Forest Rangers that serve the state. The position independently leads and manages all aspects of the forest fire and prescribed fire programs for the assigned area and provides services that ensure forest protection and resource management needs are fully met. Services include technical training, outreach and education to partners, prescribed fire activities, fire prevention, initial attack fire suppression, and incident support. This position provides extended attack fire suppression services and serves as the Incident Commander in a Unified Command structure, Operations Section Chief, or as a Division Group Supervisor/Task Force/Strike Team Leader during major fire suppression operations. Additionally, this position will be the designated department employee within their geographic area for review and approval of prescribed fire plans; determining day of burn approval; and conducting prescribed fires.

**REPORTS TO:** This position is supervised by the Wisconsin Rapids Area Forestry Leader.

**LOCATION:** Northeast District, Wisconsin Rapids Area, Oshkosh or Green Bay DNR Service Centers

**GEOGRAPHIC RESPONSIBILITIES:** Primary counties of responsibility include the counties and portions of counties outside of DNR organized protection in Outagamie, Brown, Kewaunee, Door, Winnebago, Calumet, Manitowoc, Fond du Lac, and Sheboygan.

The job holder is expected to be available to provide support on assignments outside their designated geographic area to meet programmatic issues and staffing needs.

**TRAVEL REQUIREMENTS:** The job holder travels frequently within the geographic scope of the assigned station as well as occasional statewide travel.

**PROTECTIVE STATUS:** This position is key to public safety and security and requires the incumbent to meet and maintain the physical fitness test standards required for all Department protective positions. The principal duties of the position require active fire suppression and prevention duties which require frequent exposure to a high degree of danger or peril and also require a high degree of physical conditioning. This position is available for fire suppression, pre-suppression and prevention duties year-round.

**GOALS & ACTIVITIES:**

**20%    A.    Forest Fire Program Leadership and Management**

- A1. Provide direction to all aspects of the Cooperative Forest Fire Management Program throughout the assigned area (such as wildland fire-fighting, prevention and safety, equipment resources and facilities readiness, burn permitting systems, prescribed burning, wildland urban interface, enforcement expertise, investigations and incident support.)

- A2. Serve as the principal staff expert for the Cooperative Forest Fire and Prescribed Fire Program issues within the designated area.
- A3. Collaborate in the development of statewide Cooperative Forest Fire Program and Prescribed Fire policy and strategy.
- A4. Develop and manage locally assigned budget initiatives to address needs and support new program directions.
- A5. Manage partnership parameters and expectations with fire departments, county fire associations, local municipalities, townships, etc. through the development of Memorandums of Understanding (MOUs).
- A6. Administer and manage competitive federal and state grant programs available to fire departments and county fire associations.
- A7. Develop and manage contracts for local services and products as necessary for forest fire suppression and prescribed fire.

**30% B. Fire Management Partner Outreach and Technical Training Services**

- B1. Establish and maintain partnerships with cooperating local fire departments, governmental agencies and external allies in forest fire related areas to enhance forest fire protection.
- B2. Conduct fire prevention outreach activities, support partner outreach efforts and contribute to Division-wide public education projects.
- B3. Serve as the liaison with local towns and fire departments in the provision of information on how to best utilize DNR programs and resources, especially during emergency events impacting the geographic area.
- B4. Provide technical training and expertise to local fire departments in all aspects of the Department's Forest Fire Management Program such as wildland fire-fighting, prevention, safety, fire equipment, facilities readiness and maintenance, burn permit systems, prescribed burning, wildland urban interface and incident support.
- B5. Participate as a subject matter expert in training development for internal and external audiences and serve as an instructor in training delivery.
- B6. Consult with municipalities in the development of their local burning permit programs.
- B7. Collaborate with the Wildland Urban Interface Specialists to promote Fire-wise principles at the community level.
- B8. Inspect property, local areas and wildland/urban interface areas for hazards; and develop solutions to reduce or mitigate forest fire risk.

**20% C. Direct Fire Line & Incident Support Services**

- C1. Plan, conduct or assist with fire preparedness and suppression duties for wild land fires.
- C2. Ensure the establishment of the Incident Command System on all wildland fires and emergency events.
- C3. Provide extended attack forest fire suppression assistance as a DNR liaison or incident commander in a Unified Command structure on complex wildland fires.
- C4. Direct and coordinate the efforts of multiple-agency resources during wildland fires and emergency events.
- C5. Provide initial attack support to fire departments based on fire weather conditions.
- C6. Manage administrative activities associated with suppression such as accomplishment reports, fire reports, suppression bills, payrolls, and invoices for payment.
- C7. Ensure completion of fire reports for all fires on state lands and cooperative fire response in geographic assigned area.
- C8. Investigate arson, fire cause and origin cases and enforce related forest fire laws and codes.

- C9. Investigate timber theft violations and related laws and codes.
- C10. Collaborate with and provide expertise to field forestry staff and internal/external law enforcement entities in the effective management of forestry and fire related investigations.
- C11. Follow all general and position-related safety requirements.

**30% D. Implementation of Prescribed Fire Program**

- D1. Review and approve prescribed burn plans for implementation within the assigned geographic area.
- D2. Evaluate daily requests to conduct prescribed burning in the assigned geographic area and communicate day of burn implementation go-no go decisions to department prescribed burn bosses.
- D3. Lead, advise and assist land management functions and partners in carrying out a prescribed burning program on publicly owned properties.
- D4. Assure all prescribed burn equipment and PPE meets Department standards and that prescribed burning activities are conducted safely and effectively.
- D5. Implement prescribed burning on publicly owned properties to meet land management objectives.
- D6. Develop prescribed burn plans in conjunction with Property Managers that articulates prescribed burn goals for the property or parcel, type of burn to be conducted, seasonality of burn, weather parameters that burn can be safely conducted, need for fuel breaks, resources needed to conduct prescribed burn and monitor site following completion of the burn, etc.
- D7. Evaluate completed prescribed burns with the Property Manager within 90 days to assess whether goals of prescribed burn were achieved.
- D8. In escaped prescribed fire situations, assume the role of incident commander and assure that the fire is managed under principals of incident command system. Participate in reviews of escaped prescribed burns that result in wildland fires, and the development of recommendations for changes in policy, procedure and training as a result of such reviews.

**SPECIAL REQUIREMENTS:**

- Successfully complete national “Facilitative Instructor” training course.
- Obtain and maintain Forest Ranger credentials.
- Meet and maintain physical fitness standards required by the Department.
- Meet and maintain requirements to operate a state vehicle, travel independently and on a timely basis.
- Upon appointment, must possess and continue to maintain:
  - Incident Commander Type 4 (ICT4)
  - Two of the following: Engine Boss (ENGB), Heavy Equipment Boss (HEQB) or Firing Boss (FIRB)
- Within first year of appointment, must obtain and maintain:
  - Engine Operator (ENOP)
  - Tractor Plow Familiar (TPFL)
- Within 2 years of appointment must obtain and maintain:
  - Engine Boss (ENGB)
  - Heavy Equipment Boss (HEQB)
  - Firing Boss (FIRB)
  - Prescribed Fire Burn Boss (RXB3)
  - Forestry Credential Holder (FRCH)
- Within 3 years of appointment must obtain and maintain:
  - Task Force Leader (TFLD)
  - Wildland Fire Investigator (INVF)

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### *Upon Appointment:*

1. Knowledge of fire management principles, techniques and equipment used in forest fire suppression, detection, prevention and investigation.
2. Knowledge of incident command system utilized in forest fire suppression and major natural resources disasters.
3. Knowledge of techniques and procedures used to monitor, audit, and evaluate forest fire suppression activities.
4. Radio communication, equipment, and generally accepted procedures.
5. Knowledge of word processing software to produce finished documents, spreadsheet software to tabulate and/or analyze data, presentation software to convey information to groups, air photo interpretation, and email software necessary to communicate with others.
6. Knowledge of program management skills, including strategic planning, budget management, and policy development and implementation.
7. Community outreach skills.
8. Ability to establish and maintain partnerships with external organizations and individuals.
9. Knowledge of concepts of adult education and training methodologies.
10. Familiarity with forest management principles, techniques and equipment used in establishing and monitoring of timber sales and forest management practices.

### *Full Performance:*

11. Knowledge of principles of forest fire prevention, education and community outreach
12. Knowledge of Forest fire behavior, suppression tactics and techniques, fire line safety standards, incident command system and communication systems.
13. Knowledge of burning regulations and the necessity to enforce and cite as situations dictate.
14. Knowledge of rural fire department organization, equipment, training and tactics in relation to wildland fire suppression and structural fire service.
15. Knowledge of investigation techniques related to forest fire investigations and timber theft.
16. Knowledge of practical field forestry procedures including data collection, tree and site identification, timber sale establishment, administration, and close out.
17. Knowledge of Principles of prescribed fire, firing techniques, fire behavior, smoke management, fuels analysis and models and weather.
18. Knowledge of DNR policies, regulations, handbooks, and manual codes.
19. Knowledge of relevant state statutes and administrative codes

## **PHYSICAL REQUIREMENTS & ENVIRONMENTAL FACTORS:**

- **Sedentary work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force between 50-75% in a year's time.
- **Light work:** Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, about 25% in a year's time.
- **Medium Work:** Exerting up to 20-50 pounds of force occasionally and/or up to 25-50 pounds of force frequently, 10% in a year's time.
- **Heavy Work:** Exerting up to 50-100 pounds of force occasionally and/or up to 25-50 pounds of force infrequently.

**Physical Activity Requirements:** The position requires bending at the waist, kneeling, crouching, climbing, balancing, lifting, carrying, pushing, pulling, reaching, handling, fingering, sitting, standing, talking, hearing, seeing, clarity of vision at 20 feet or more, clarity of vision at 20 inches or less, and walking on foot.

**Physical Surroundings and Hazards:** Depending on the time of year, activities occur indoors and outdoors in varying amounts. This means that the employee could be exposed to temperatures below 32 degrees for periods of an hour or more, and temperatures above 100 degrees for periods of more than one hour. There may be situations involving sufficient noise to cause the employee to shout in order to be heard. The employee may be exposed to vibrating movements of the extremities or whole body. There may be exposure to hazards and situations (such as proximity to mechanical parts, electrical current, etc.) and/or exposure to conditions that affect the respiratory system or the skin, such as wildland and structural smoke, odors, poison ivy and/or insect bites that could result in bodily injury if not properly handled.

**Type of Vehicle Assigned:** Type 8 Fire Engine

**Equipment Used:** Fire suppression engines, red lights and siren, two-way radio (portable and mobile), pumps, back cans, hoses and nozzles, fire shelter, fire hand tools, drip torch, winch, chainsaw, utility trailers, ATV and snowmobiles. Cameras and evidence collection kits. Clinometer, Cruising Stick, Diameter Tape, Increment borer, 75' Loggers Tape, Tally Meter, iPad, hand-held data recorders, Stereoscope, Silva Compass, GPS, Arcview, GIS, PowerPoint, MS Word, MS Excel, MS Outlook and projectors.

**Telework Evaluation:** Unavailable due to field requirements.

## **PD Addendum of WI DNR Competencies**

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### **Service Excellence for Customers & Partners**

- Make excellent customer/partner service a top priority and actively seek to improve it.
- Work to identify and understand the needs of others and strive to create the most value for them, focusing on their satisfaction.
- Responsive to changes in customer/partner goals, deliver on promises, follow-up appropriately thus service delivery is marked by fairness, integrity, high ethical standards and the utmost respect for others in order to generate trust as an outcome.
- Actively seeks to achieve results that best strike the balance with the Division's service role and regulatory authority with the customer/partner goals.

### **Effective & Fair Decision Making**

- Analyze situations fully and accurately to reach productive, and where appropriate, uniform decisions. Consult appropriate parties/stakeholders as necessary and identify the key concerns and/or issues that need to be addressed in order to make the best decision possible.
- Discern the pertinent facts and develop clearly based objective criteria.
- Make timely, well-reasoned decisions by integrating information and perspectives appropriately.
- Evaluate the immediate and longer-term consequences of decisions.
- Use sound professional judgment in their analyses and decisions.

### **Effective Communication**

- Express ideas in a clear, concise, and effective manner, both orally and in writing.
- Ability to present, facilitate and instruct as part of staff meetings and partner activities.
- Use correct grammar and sentence structure in communications.
- Strong listening skills, particularly when different viewpoints are expressed.
- Openly share information, transparent and keep all concerned parties informed.

### **Interpersonal Relationships & Partnership Building**

- Build and effectively utilize relationships and influence networks to achieve goals.
- Share knowledge and build trust with colleagues, managers and external partners.
- Tactful when dealing with sensitive issues and personalities.
- Exercise social intelligence: have a high level of self-awareness, are aware of impact on others.
- Work through complex situations effectively, diplomatically and with sensitivity without losing credibility or trust.
- Recognize sensitive information and exercise discretion.
- Approach professional conflicts in a constructive manner. Refrain from personal attacks and excessive emotions.
- Demonstrate sound judgment under pressure and retain focus on desired business outcomes in difficult conditions.
- Proactive in addressing problems.
- Exemplify the commitment to the DNR's core value of respect- to work with people, to understand each other's views and to carry out the public will; maintain integrity and treat everyone with fairness, compassion, and dignity.

### **Demonstrates Leadership**

- Establish vision, set direction and initiate strategy by analyzing forces and trends that impact the program. Anticipates future needs, challenges and identifies potential options and constraints; critically evaluates information to promote the most effective position.
- Identify the implications of decisions and actions on people, other parts of the organization, external partners and customers. Understand the abstract and think in terms of whole systems and complex interrelationships. Synthesize large, disparate bodies of information.
- Mobilize staff to face and tackle tough challenges. Facilitate staff through the change process by helping them to navigate loss and work through discomfort so that they can adapt to emerging conditions and see the potential within broader organizational strategies and priorities.
- Establish formal and informal relationships with others to provide feedback, information, support and resources to help them develop new or higher levels of skill and ability.
- Empower others to reach higher levels of performance through trust, delegation, participation and coaching.
- Provide direction, support and encouragement amongst their team colleagues and partners.
- Hold up high standards of excellence towards the accomplishment of desired outcomes and objectives.
- Inspire confidence and respect which is motivating for others, builds positivity; keep the team cohesive and partners confidently engaged.